P-CARD APPLICATION USER MANUAL

ADMINISTRATOR

INTRODUCTION

Administrators are responsible for several duties for their agency in the P-Card application:

- Add new cardholders to the P-Card application.

- Set up users as Verifiers, Approvers, or Administrators.

- Define a user as active or inactive, which allows access to the P-Card application.

- Maintain Posted Pending transactions and make adjustments when necessary.

- Generate specific reports.

Also, the administrator can act as the first tier of support for the cardholder with the application and transaction process.

The **Posted Pending Maintenance** section allows you to flag transactions as "posted/pending" so that they will post to STARS though they still need to be verified and approved. You can also create and process adjustments to posted/pending transactions after they have been verified and approved.

Agencies can request the State Controller's Office (SCO) to set and name the number of approval levels and set the approval type - either PCA/Index or Location. Contact the SCO for more information

ADD A USER

Cardholders must be added to the P-Card application before issuing P-Cards to them. This ensures that transactions will be downloaded from the bank to the P-Card application when the card is used. Group cards must have a user assigned. Users will only be able to see transactions for their current approval level or below.

1. Log on to the SCO website and select **Statewide Accounting System**.

2. Select **P-Card**. Some users may need to select an agency number.

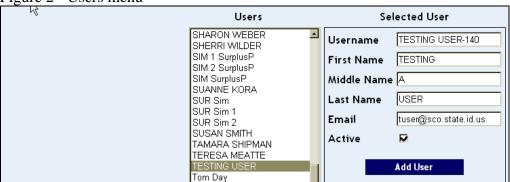3. Select **Administrator**.

4.   Select **Add User**.

Figure 1 - Add User

5.   Select a user from the **Users** menu. When selected, the user name and e-mail address will
     be populated in the **Selected User** area.

     NOTE: If an employee's e-mail address or name has changed or appears incorrect, contact
     your agency's personnel department as well as SCO.
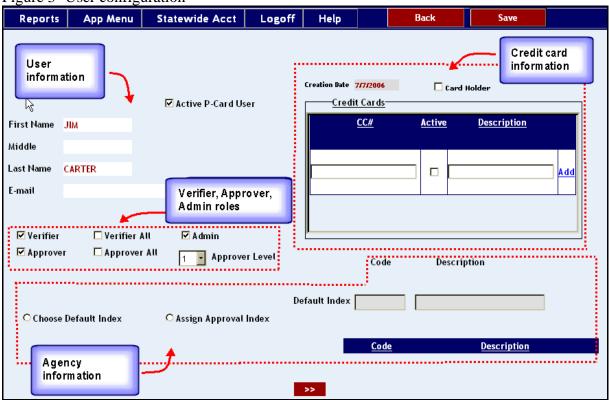
Figure 2 - Users menu

6.   Select **Active** to give the user access to the P-Card application.

7.   Click **Add User**.

NOTE: If a user does not have access to the P-Card application after you have added them, get
the **User Name** that the user logs on to the SCO Applications Web page and notify the State
Controller's Office with this information.

SET UP A NEW USER

After clicking **Add User**, you can set up the user with approver and verifier levels, credit card information, and agency information.

Figure 3- User configuration

1. Verify the user information. Select **Active P-Card User** to give the user access to the P-Card application.

2. Select the approver, verifier, or administrator roles for the user. The options are:

   - Verifier

   - Verifier All

   - Approver

   - Approver All

   - Admin

   Some cardholders will have the ability to verify and approve their own transactions. This will usually be in an upper management capacity. Users will only be able to view transactions for their selected approval levels.

Verifier - validates that the purchase recorded is valid and correct. For many agencies, the Verifier is the cardholder. However, a manager can designate an alternate employee as a Verifier. Verifiers of multiple cards will be able to select transactions either by individual cardholder or group.

Approver - reviews the transmittal and the attached documentation for appropriateness of the expenditure, reasonableness of the cost and quantity, correctness, and completeness. Level 2 and higher approvers can approve transactions for their level and below. A level 3 approver is the last approver of the transaction before it is submitted to STARS.
NOTE: Agencies are not required to have three approval levels. Transactions will be submitted to STARS after the highest "agency" level is checked.
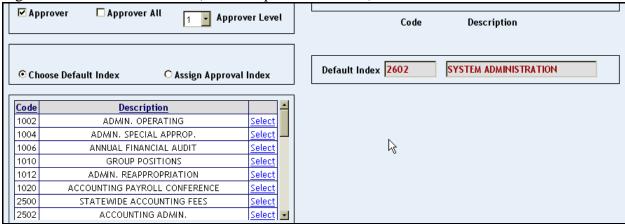
Admin - adds new cardholders to the P-Card application and for executing posted pending processes.

3. Select the **Approver Level** for approvers.

4. Select **Card Holder** if the user is a P-Card holder.

5. Enter a card number (This will be the last six digits of the actual P-Card.)

6. Select **Active** to make the card active in the P-Card application. Only one card can be active per user, although a user may have several card numbers assigned for approval or verification.

    NOTE: If a card is lost or stolen, leave the card number in the P-Card application until all the transactions are received from Wells Fargo. Select the user/cardholder and uncheck the **Active** check box indicating the card is inactive. Do not delete the card number. If you delete the card, you will lose the transaction history.
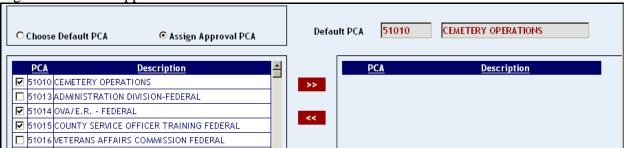
7. Enter a **Description** if needed. If the user is a proxy for a card holder/card number, be sure to type "Proxy" and the details in the description.

8. Depending on your agency's budget structure, select a default PCA or Index and assign an approval PCA or index for approvers **Assign Approval PCA/Index** will only be available if the user is set up as an **Approver**).

    a. Select **Choose Default PCA** or **Choose Default Index** (what is displayed depends on your agency structure) to assign a default PCA or Index to the card holder/card number.

    b. Click **Select** next to the PCA or Index needed. The **Default PCA/Index** will be filled in.

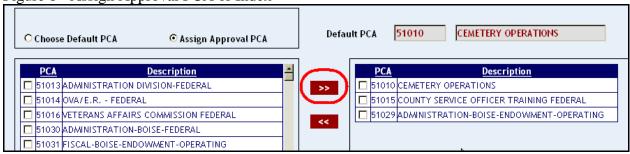Figure 4 - Default PCA/Index (this example shows Index)

c. Select **Assign Approval PCA** or **Assign Approval Index** (what is displayed depends on your agency structure).

d. Select the PCAs or Indexes to assign to the approver so they can view and approve transactions for those PCAs or Indexes.
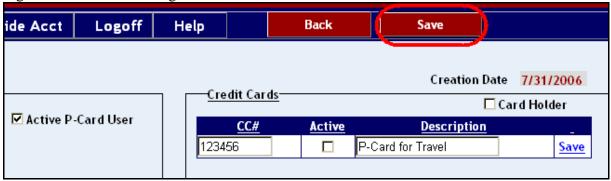
Figure 5 – Select Approval PCA or Index

e. Click the arrow icon to assign the selected PCAs or Indexes.

Figure 6 - Assign Approval PCA or Index

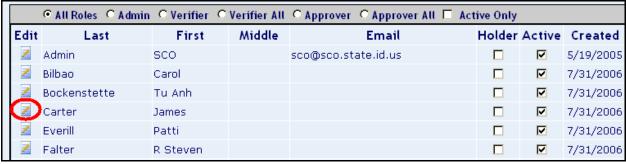9. After the user configuration is complete, click **Save**.

Figure 7 - Save user configuration

EDIT AN EXISTING USER

Click the edit icon next to a user's name to modify their set up.

Figure 8 - Edit icon

The screen will be the same as in Figure 3 above and all of the options that are available for a new user will be the same.

POSTED PENDING

The Posted Pending process allows the administrator to send transactions to STARS even though they have not been verified and approved at month end. The Posted Pending process is optional – it does not have to be run. Only the P-Card administrator has the authority to run (or "execute") the Posted Pending option.

Once the Posted Pending process is executed, the P-Card application will search for all transactions that have not been "Verified" and/or fully "Approved". The application will then 'flag' those transactions as "Posted/Pending". Once this flag is set, Verifiers and Approvers cannot make any further coding changes on those transactions. Posted Pending transactions will continue the same process as approved transactions and generate a batch to post to STARS.

For more details, see the Posted Pending documentation.

REPORTS

Certain reports are available only to P-Card administrators. These include:

- Posted Pending Report

- Potential Posted Pending Report

- User Report

Figure 9 - Reports tab

See the Reports documentation for more information.